IT Unit 3

Topic 2

# Ch 2, Data Analytics: Drawing Conclusions, Part 1

**Referencing Data Sources,** p 107-111

1. In collecting data, what must you acknowledge?

* You must acknowledge any sources of information you use in your work.

1. List the four listed accepted referencing styles.

* American Psychological Association (APA)
* Harvard
* Chicago
* Institute of Electrical and Electronics Engineers (IEEE)

1. What do all referencing styles use?

* All referencing styles use a brief identifying citation in the body text, and a matching detailed reference in a reference list (bibliography).

1. Cite all references to a publication within the main body of a document. What is the format generally used?

* Author-date-page, where the author’s last name, the year of the publication and the page number of the quote should be referenced.

1. Read the referencing tips on p 111

* Do not correct errors in quotations (don’t manipulate the original data)
* Do not change the spelling in a quotation or name to match Australian English
* Use square brackets to add explanatory information.
* Use ellipses ‘…’ to indicate when part of a quote has been omitted.

1. Reference list, using word to save a list of your sources in a document and produce a bibliography.
2. For the SAT you’ll need to choose one style.

For a referencing autogenerator:

<http://www.harvardgenerator.com>